

Subject: Co-Location

Date Issued or Revised: Final June 8, 2006

Date Review:

4.1.7 MPSCS Member and Non-Member Co-Location Procedure

I. Subject and Purpose

The purpose of this policy is to provide general guidelines for co-location of Member or Non-Member Public Safety communications equipment using Michigan's Public Safety Communications System (MPSCS) towers and infrastructure.

II. Procedures and Guidelines

A co-location request shall be submitted in writing to the MPSCS Director.

Application Guidelines for Member and Non-Member

1. All co-location agreements must be approved by the State Ad Board and if required also by the State Building Authority.
2. Top 50 feet of MPSCS towers are reserved for MPSCS.
3. In most cases a Valmont tower structure analysis will be required for all co-located antennas.
4. An interference analysis study may be required prior to locating any fixture on an MPSCS facility.
5. Co-locations must be for purposes of enhancing public safety.
6. All tower co-locations require updated VISIO or AutoCAD drawings to reflect changes made to MPSCS facilities.
7. New co-location equipment must comply with local, state, federal regulations, building codes and laws.
8. All co-located equipment shall be installed to MPSCS's grounding specifications (Motorola R56).
9. All co-located agencies on MPSCS infrastructure must complete a Co-location Agreement. All costs associated with co-location on MPSCS infrastructure must be funded by requesting agency.
10. All co-located equipment installations must comply with MPSCS standards.

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11. Member and Non-Members must obtain and maintain their own FCC licenses.
12. NCC shall be notified of all site access, and entry/exit procedures shall be followed.
13. All tower contractors for co-location work must meet the minimum requirements as reflected in the MPSCS checklist for qualified vendors.
14. Non-MPSCS Members may co-locate approved equipment at established rates in the Tower Usage Fee policy.
15. FCC license and agency contact information must be on co-location equipment.
16. Other equipment enhancing public safety will be considered on a case-by-case basis.

Project responsibility matrix

Responsibility	Action
Requestor	1. Submit request for co-location to MPSCS Director or Manager.
MPSCS	1. Project submitted to Project Manager for coordination.
Project Manager	1. Obtain project plan to determine if it enhances Public Safety. If it appears eligible, obtain Part 1 and Part 2 application form. 2. Develop project charter to summarize project. 3. Bring Part 1 and Part 2 and project charter to Project coordination meeting for review.
Field Services Section Engineering Project Manager	1. Reviews design.
Kickoff Meeting/Conference call with requesting agency	1. Final confirmation of co-location design.

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Requestor	<ol style="list-style-type: none">1. Obtains all necessary permitting and licensing e.g. FCC, Building Permits, Zoning compliance.2. Coordinates and funds all site work as prescribed from MPSCS review process.
Project Manager	<ol style="list-style-type: none">1. Completes paperwork and obtains signatures.2. Coordinates implementation with Field Services Section Supervisor or appointee.
Billing Coordinator	<ol style="list-style-type: none">1. Initiate billing.

III. Responsible Parties

Project Manager

- A. Contact for questions
Project Management
- B. Phone, fax and email
517.336-6188 (Project Manager)
517.336-6222 (Fax)
Shinewt@michigan.gov

IV. Applicable Forms
Part I and Part II

V. Termination or Review Responsibility
The MPSCS Director is responsible for the review and update of this policy.

VI. Linkages to Other Relevant Data

Michigan Public Safety Communications System

Application for Installation of Public Safety Communication Equipment on MPSCS Tower/Site

Please note this is a two-part application process. Part one will help determine eligibility and scope of proposed additions to site/tower. Part two will determine technical feasibility and compatibility. This is part one of the application.

PART 1

Applicant

Agency Name: _____
Contact Name: _____
Address: _____

Telephone: _____
FAX: _____
E-mail: _____
Submitted by: _____

Type of local unit of government, public safety agency.

___ County Sheriff	___ County Fire	___ County EMS
___ Township Police	___ Township Fire	___ Township EMS
___ City Police	___ City Fire	___ City EMS
___ Village Police	___ Village Fire	___ Village EMS
___ Tribal Police	___ Tribal Fire	___ Tribal EMS
___ Other (specify) _____		
___ Other Local Public Governmental Entity (please describe and provide statutory authority for local governmental entity, for example, 911 Consortium, Inter-governmental Agency, Public Authority, etc.) _____		

Describe briefly how the applicant will assure that its communications system will be “Interoperable” with MPSCS. “Interoperable” shall mean the use of necessary communications technologies and systems to enable different public safety agencies to communicate seamlessly and reliably with each other.

[illegible]

MPSCS Site # of Interest: _____

Site Address/Name: _____

Site/City: _____

Describe briefly the applicant agency's communication system. Attach additional sheets if necessary.

Describe briefly the type(s) of equipment applicant agency desires to construct, affix or install at the MPSCS site or tower.

I certify that the information provided in this application is complete and accurate.

Signature of agency contact: _____
Title: _____
Date: _____

MPSCS Tower Site Application Form Part 2

Agency Name _____

- Plans must include general specifications, a site plan incorporating both the proposed equipment and the existing MPSCS facilities, tower/site elevations, antenna details, shelter plans (including foundations and /or caissons), utilities and a grounding plan.
- There would be a structure analysis required for antenna placement.
- All Costs for tower co-location shall be the responsibility of the applicant.
- More information may be required

Equipment Information	System # 1	System # 2
Fixed Equipment		
Manufacture		
Model		
FCC Type Acceptance		
Emission Designator		
TX Freq.		
RX Freq.		
TX Power		
Environmental		
Rack Space (Dimensions)		
AC Load Req. (UPS supplied by tenant)		
BTU Loading		
Telecom Interconnect		
Special Needs (add sheet if necessary)		
Antenna Information		
Manufacture		
Model		
Antenna Type		
Mounting Height (Base & Tip)		
Antenna Mount Make		
Antenna Mount Model		
Azimuth		
ERP Watts		
Downtilt - (If YES what Degree)		
Lightning Suppression Make		
Lightning Suppression Model		
Transmission Line		
Manufacture		
Model		
Jumper(s)		
Exterior		
Manufacture		
Model		
Interior		
Manufacture		
Model		

MPSCS Tower Site Application Form Part 2

Submitted by _____

Title: _____

Address: _____

Phone: _____

E-Mail Address: _____